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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 6 August 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 31 July - 6 August 1956

1. Numbers in Clerical Induction Training. During the week of 30 July there were 107 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 48 people for the week of 30 July. The Course ran 30, 31 July - 1, and 3 of August.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 31 July are:

	Tested	Qualified
Shorthand	12	9
Typing	16	11

4. Official Agency Testing Administered by Clerical Refresher Training. On 31 July 1956, Clerical Refresher Training administered the official Agency typewriting and shorthand tests to employees already on Agency assignments. For the week of 31 July 1956 the results are as follows:

	Tested	Qualified
Shorthand	12	0
Typing	20	8

25X1

5. Chief, Clerical Induction Attended Conference. Mrs. Mary [redacted] Chief, Clerical Induction Training, attended The Gregg Methods Conference for Business Teachers in Chicago during the week of 30 July. Mrs. [redacted] attendance is a part of the planned program of external training for Clerical Training staff members. The principal lecturers during the week of training were as follows:

Mrs. Madeline S. Strony	Shorthand
Dr. Alan C. Lloyd	Typing
Dr. M. Herbert Freeman	Bookkeeping
Dr. Ray G. Price	General Business
Dr. Fred C. Archer	Office Practice and Filing

These lecturers are leaders in the field of business education.

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6. Special Testing. On 6 August 1956, Mrs. [redacted] administered a typewriting test to ten servicemen who have come on duty and will be assigned to the Office of Communications. This testing was in the nature of pre-testing. These men will receive special training in that office at the time of their assignment. 25X1

[redacted]
[redacted]
OTR/CT:MAH:jdm (6 August 1956)

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